

Faculty of Applied Science

Professional Expense Reimbursement Allowance Guidelines

Eligibility:

All Members with appointments during the period May 1, 2008 to April 30, 2009 are eligible for professional expense reimbursement as outlined in the Collective Agreement Article 36, Faculty on reduced appointment or leave are entitled to full reimbursement. If less than the maximum is incurred during the year, the balance can be carried forward for two years. Expenditures may not be carried forward to the next claim year.

New faculty appointments or retirements during the claim period please note:

Faculty who either start or end their appointment during the claim period are eligible to receive the full amount. Expenses must be incurred either after the appointment start date or before the appointment end date as appropriate. Retiring faculty should submit their claim within the month following their retirement date.

Method of Payment:

- **Original receipts or original invoices and proof of payment** must be submitted with this form. Do not submit photocopies. If original receipts are not provided a “Missing Receipt” form must be submitted with the claim. Claims will be returned if the appropriate documentation is not attached.
- The expenses must be incurred during the period May 1, 2008 to April 30, 2009.
- In each case, the Head of the Department should affirm that the expenses represent a legitimate claim under the conditions of the program.
- Members may submit claims twice per fiscal year (May 1 to April 30) provided that the first such claim is submitted prior to October 31.
- Payment will be made by direct deposit. **University accounts will not be reimbursed from the Professional Expense Reimbursement program.**

Allowable Expenses:

The Professional Expense Reimbursement program normally shall be used only to reimburse faculty members for the following professional expenses:

- Memberships for professional societies
- Journal subscriptions and books
- Conference and research travel (completed travel expense form must be attached) **Note:** please do not request a travel advance for travel that is to be funded through Professional Expense
- Instructional materials such as software, equipment, computing supplies, stationery supplies, page and reprint charges, internet connection charges (must be prorated to reflect business use)
- Office furniture and office equipment for use on campus only (not for home office)
- Professional/academic development or upgrading
- Academic regalia

PLEASE NOTE: Expenses claimed should be incurred by faculty members in order to maintain and enhance their academic and professional competence and disciplinary expertise. Expenses that are common to Queen’s employees in general are not eligible. They include, but are not limited to, parking, University Club fees, framing of certificates, briefcases, decorative items for the office, air conditioners, passport fees. The PEO Certificate of Authorization fee is also ineligible. Should you wish to claim reimbursement for items other than those listed in the Allowable Expenses section above please contact Ann Colangeli, Applied Science Office, 77199 or colangel@queensu.ca to determine eligibility.

**FACULTY OF APPLIED SCIENCE
PROFESSIONAL EXPENSE REIMBURSEMENT 2008-2009
Members including Term Adjunct Faculty Members**

Claim Period: May 1, 2008 to April 30, 2009

Deadlines for Submission:

First submission: October 31, 2008

Final submission: September 1, 2009

CARRY FORWARD FROM 2006/2007:			<u>ANNUAL MAXIMA</u>		
CARRY FORWARD FROM 2007/2008:			Members (not including Term Adjunct Faculty Members) \$1575		
ALLOWANCE 2008/09: (Refer to Annual Maxima section to determine eligible amount)			Term Adjunct faculty Members \$215 per 0.5 credit course or equivalent		
TOTAL AVAILABLE FOR EXPENDITURE 2008/2009:					
DATE	DESCRIPTION OF EXPENSE	TOTAL INC TAXES	GST	CATEGORY	
				Teaching	Research
TOTAL EXPENDITURE FOR 2008/2009:					

Note: GST, carry forward amounts and exchange rate must be entered. Exchange rate: _____

Please note: to comply with Revenue Canada regulations all material included for professional expense reimbursement remains the property of Queen's University

PLEASE REIMBURSE: _____
Name (please print)

DEPARTMENT HEAD APPROVAL:

Employee Number Signature

Dept. Head Signature

Department Date

Date

Professional Expense Reimbursement to be charged as follows:

Budget approval: _____

		0052923308		
DATE	AUTHORIZED SIGNATURE	ACCOUNT CODE	AMOUNT	GST

Balance of expenditures to be charged as follows:

DATE	AUTHORIZED SIGNATURE	ACCOUNT CODE	AMOUNT	GST